

Sample Timeline for Montana Farm to School Fundraiser

Note: The following timeline is suggested in order to align your fundraiser with holiday gift-giving.

Spring prior to fall fundraiser:

- ❑ Determine which schools in your community wish to take part in the Montana Farm to School Fundraiser.

June – August:

- ❑ Make contact with local/regional food businesses in order to secure commitments from food producers to participate in fundraiser. It is recommended that you include 12-15 products on your order form AND that you have products from a variety of price points (inexpensive single items to more expensive gift baskets).

August – Early September:

- ❑ Finalize product list and gather product photos (high resolution) from participating food producers.
- ❑ Gather food business descriptions from participating food producers (to include on order form).
- ❑ Clearly communicate pricing structure to food businesses (recommended: schools receive 40% of product retail price).
- ❑ In collaboration with food businesses, set pricing for each item.
- ❑ Design order form. Note: This may be done on your own or you could hire a graphics professional to assist you. You can recoup some of the order form expenses through the fundraising activity.
- ❑ Print order form: The total number printed depends on number of students/families participating in the event.
- ❑ Create "Instructions to Sellers" informational handout to accompany order form. See sample on the OPI School Foods Farm to School website: <http://opi.mt.gov/schoolfood/>.

October 5-15:

- ❑ Fundraising packets go home with all students. Students/families have 2-3 weeks to sell the products. Money is collected at the time of sale.

October 31:

- ❑ Fundraising packets are returned to the school. Fundraising committee summarizes all student orders, determining totals for each individual product. Fundraising chairperson places the orders with the individual food businesses. ***It is very important to double check all numbers prior to placing orders.***

November 25-30:

- ❑ Products are delivered to a central location.
- ❑ Fundraising committee puts together individual student orders according to order forms.
- ❑ It is suggested that a copy of the order form be made and that the fundraising committee retain this copy and staple the original to the student's completed order.

December 1 – 10:

- ❑ Students/families deliver orders to customers.